

**INSTRUCTIONS FOR COMPLETING THE INITIAL AND REFRESHER
MANDATORY DOD
GOVERNMENT PURCHASE CARD (GPC) TUTORIAL THROUGH DEFENSE
ACQUISITION UNIVERSITY (DAU)**

1. Go to the DAU website at <http://www.dau.mil/registrar/army.asp>
2. Click "Link to Army's application program"
3. Select Yes or OK when the security screen comes up.
4. Click "Main Menu" Located on the top bar in the right hand corner of the screen.
5. Under "**Student**", click on "**Prepare Application**"
6. Select category **Continuous Learning Modules** from the drop down list.
7. Log on with your **SSN** and **Date Of Birth**. Click Logon---If you are not in the system you will be prompted to complete an application. After you have completed the application you will receive a message explain your application was accepted then it redirects you to the AITLAS
8. Scroll down below the "**RED**" notes and click to return to log on page.
9. In the gray right side bar select " Prepare Application"
Step 1: Select the appropriate FY
Step 2: Training Category: DAU Continuous Learning (CL) Modules
Step 3: Course Drop Down Box: Select
CLG 001 Government Purchase Card Tutorial
Or
CLG 004 Government Purchase Card Refresher Training
Step 4: Select Search
10. The *ATRRS Internet Training Application System* screen will appear.
11. Under Location click the "**RED**" print

12. Click the "**RED**" Class Number.

13. Verify your information

Press the "Submit Application" button to continue

Submit Application

14. Your application will be forwarded to DAU for enrollment in their virtual campus. If you do not already have an account on the DAU virtual campus, one will be created for you. You will receive a welcome email from DAU (ATLAS) when you have been enrolled and can start the course.

SAMPLE MESSAGE:

Dear John

Welcome. You have enrolled in a Defense Acquisition University (DAU) continuous learning module. To access the course, please go to <https://atlas.dau.gov> website. If you have taken DAU online courses in the past, you already have your User Name and Password. If you have misplaced or forgotten your User Name and Password, they can be retrieved from the log in screen under Forgot User Name? or Forgot Password. **If you are a new enrollee of DAU online courses, you should have just received a User Name and Password via two emails.** You will have 30 calendar days to complete this Continuous Learning module. You must get 100 percent on the exam to pass the course. This continuous learning module does not have an instructor available to assist you. The DAU Help Desk is available to answer any questions regarding the setup or if you have difficulty operating the web-site or the lessons. Their contact information is listed below. When calling in, select option 1 for the DAU Virtual Campus. Good Luck!!

•Student Information:

•Name: John Sample

•Email: John.Sample@jackson.army.mil

•User Name: Johnny

•Enrollment Information:

•CLG001 DoD Government Purchase Card - Section - 888 Enrollment Start Date :11-Apr-2005 Enrollment Expire Date :12-May-2005

•Instructor(s) Information:

•Instructor: N/A N/A

•Email: DAUHELP@DAU.MIL

•Business Phone: 7038053459

15. The estimated time required for the initial training tutorial is approximately four hours. There are 10 lessons to complete. You must achieve a score of 100% to pass. The test may be taken as many times as required. A certificate of completion is available after the completion of the student survey and a successful post-test.

16. The estimated time required to complete the refresher-training tutorial is approximately two hours. You may take this self-paced module over time,

with the ability to return to the last page you accessed. The module includes periodic review questions and a post-test. The post-test requires a minimum score of 100% and may be taken as many times as necessary. A certificate of completion is available after the completion of the student survey and a successful post-test.

17. OBTAINING YOUR TRAINING CERTIFICATE:

- ? After you completed and passed the post-test you will be required to complete a survey.
- ? After you have completed the survey you can return to your **Student Desk Top**
- ? In your **Student Desk Top** you will find the heading "*You have passed the following on-line courses:*"
Courses will be listed
- ? To the right of the class title is a "*Download Official Certificate Link*"
- ? Click the "*Download Official Certificate*" link and a new window will open.
- ? Click the link "*Right Click your Mouse to Download*" with the right-hand mouse button.
- ? A menu will pop up: Click "*Save Target As*"
- ? Navigate the list of folders that appears and save the certificate to a place on your computer that you'll remember and open it from that place anytime you need to print it.